

Business Requirements Interview

Grants, Contracts & Loans Requirements

1. Introduction

Date: Tuesday, January 24, 2006

Location: OFM, Phone

Attendee	Position	Organization
Rick Seaborne	Regional Non-Point Source Manager	EPA Region 10
Sharon Novak	Project Manager	OFM
Carol	Project Manager	Sierra Systems
Kreighan McAuliffe	ECY Project Manager	ECY
Del Hontanosas	CTED Project Manager	CTED

2. Notes

Rick is the Project Officer for ECY grants. He deals more with Idaho and Oregon than Washington. He previously worked with the SRF (State Revolving Fund) program, now works with the 319 grant program. He had worked with CTED programs also.

Each program has its own regulations, requirements, and federal information system. Programs he deals with are:

- 319: non-point source pollution control (dispersed sources of pollution) – continuation grants, have annual review, more regulations and details, more money
- SRF – more financial tracking, more reporting; uses same application as 319
- Clean Water Act 106 program
- Tribes – direct funding to them
- Line item appropriation – pass through

Funds are appropriated each year according to a formula; the amount changes – has gotten smaller in recent years. The grant amount for 2005-2006 was over \$9 million.

EPA uses Integrated Grant Management System (IGMS), a 4-year old system, to generate award documents. The project officer enters information from the application and recommends a grant amount and funding breakdown, then generates a grant award document. The grant award document is sent to ECY on paper.

EPA uses electronic signatures on these documents.

EPA needs from ECY:

- Watershed-based plans, with nine elements including: projects, management measures, public involvement, estimated funding
- Detailed project workplans for funding:
 - Budget
 - Activities and amounts, e.g., staff time, purchases, construction costs, contract management
 - Schedule
 - Letters of support
 - Responsibilities of ECY and EPA
 - Outcomes – written paragraph with targets and estimates
- Annual reports for the 319 program: progress on overall goals and plan, by activity. Annual report may be changing next year. May add actual load reduction data now in GRTS
- Final reports for closed out sub-grants: same info as annual reports
- Quarterly financial status report – with overall balance of sub-grant
- Final financial status report – with overall amount drawn down

Then EPA issues letter of satisfactory progress.

ECY must use EPA's Grant Reporting and Tracking System (GRTS) to send info on each 319 "project" ("project" to EPA/GRTS is "sub-grant" to ECY). GRTS is a web-based system used nationally; reporting deadline is Feb 15 each year. Data includes: geographic location, overall amount, project type, estimated load reductions, monitoring results, success stories.

Within GRTS, ECY must use WebRIT to geo-locate the project. WebRIT gets the coordinates.

For Water Quality data, ECY must enter data into EPA's STORET system. Data is water quality measures, which could be part of the sub-grant outcomes.

There is one 319 grant for each year. They are approved every two years. They appropriate one year, then amend the amount for the second year.

The federal FY1999 grant (the WA State FY2000) grant just closed recently. Close-out requires a final report that varies by program.

Numbers:

- EPA grant number.
- EPA "project" number. There are about 20 projects outstanding.
- GRTS number for each sub-recipient
- Hydrologic unit code – HUC number